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| <h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> | | 広報番号： Announcement No. | SRFJPMC-097-15 |
| | | 募集締切日： Closing Date | 9 Jun 15 1st Cut-off: 28 Apr 15 2nd Cut-off: 19 May 15 |
| | | 発行日： Date of Issue | 8 Apr 15 |
| 1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LD <u>3</u>) Engineering Technician (Mechanical), #384 [エンジニアリング専門職 (機械)] Acceptable trainee level (採用可能見習い等級): 1-4 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical | | 募集人数 No. of Recruitment <div style="font-size: 2em; text-align: center;">1 名</div> | 4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant |
| 2.部隊 Activity U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka (SRF-JPMC), Production Department (C900), Electrical/Electronics Group (C910E), Calibration Shop (X52), Physical Calibration Section (X52.2) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka | | 5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> ヵ月 Months) | |
| 3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 月曜日 – 金曜日 Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: : 08:00 – 16:45/12:00 – 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel | | | |
| 6.職務内容 Duties <div style="text-align: center; font-size: 1.2em;">See the attached.</div> | | | |
| 7.資格要件/身体条件 Qualification/Physical Requirements a. Must have certification of certified technician of the Shipboard Installed Instrumentation System Calibration (SISCAL) team. b. Must have certification of Oxygen Gas System Pressure Instrument Calibration. c. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of Master's Degree in a related field may qualify him/her at 1-6 level. d. Knowledge of engineering principles, techniques, methods, and precedents gained through technical experience in the electro-mechanical field. e. Knowledge of the Instrument Calibration Procedures and the general/special type of instrument. f. Ability to calibrate and repair general and special type of equipment. g. Ability to speak, read, and write English at fluent proficiency level (LD-3). *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. (Note) Copies of certificate of certified technician of SISCAL team and Oxygen Gas System Pressure Instrument Calibration Certificate are not required for 1-5/4 level. 1-5: c. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, OR completion of 4-year college/university in a related field may qualify him/her at 1-5 level. 1-4: c. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field may qualify him/her at 1-4 level. * Handicapped applicants may be accepted, depending on the degree and kind of disability. | | | |
| 英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional | | | |
| 学歴 Educational Background : N/A | | 免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8 | |

| 8.提出するもの Application and Associated Documents | | 職務状況 Working Condition | | | | | | | | | | |
|---|--|--------------------------------|-----------|-----------|-----------------|-------------------------------|------------------------------|------------------------------|-----------------------|--|---|--|
| <p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"</p> <p><input checked="" type="checkbox"/> 修了証/証明書の写し Copy of Certificate</p> <p>SISCAL Team の certified technician である証明書と、酸素システム測定校正資格の証明書の写し Copies of certificate of certified technician of SISCAL team, AND Oxygen Gas System Pressure Instrument Calibration Certificate</p> <p>(1-5 等級、1-4 等級では SISCAL Team の certified technician である証明書と 酸素システム測定校正資格の証明書の写しは要求されません。 Certificate of certified technician of SISCAL team and Oxygen Gas System Pressure Instrument Calibration is not required for 1-4 and 1-5 grade level.)</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p> | | | | | | | | | | | | |
| <p>9. 応募書類提出先 Office to Submit</p> <p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.</p> <p>1. 内部応募者（現 MLC/IHA 従業員）提出先 (米海軍横須賀基地日本人雇用課 (HRO)) : Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <table border="0"> <tr> <td>〒238-0001</td> <td>〒238-0001</td> </tr> <tr> <td>神奈川県横須賀市泊町 1 番地</td> <td>1 Banchi Tomari-cho, Yokosuka</td> </tr> <tr> <td>PSC 473 BOX 22 CNRJ HRO N132</td> <td>PSC 473 BOX 22 CNRJ HRO N132</td> </tr> <tr> <td>内線/Extension 243-8152</td> <td></td> </tr> </table> <p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p> <table border="0"> <tr> <td> <p>2. 外部応募者（非従業員）提出先 :</p> <p>〒238-0011</p> <p>神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階</p> <p>(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)</p> <p>管理第一係</p> <p>電話番号 Phone 046-828-6959</p> <p>受付時間 : 月曜ー金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.</p> </td> <td> <p>Off Base Applicants must submit to:</p> <p>〒238-0011</p> <p>Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka</p> <p>Yokosuka Branch of LMO/IAA</p> <p>Management #1 Section</p> </td> </tr> </table> | | | 〒238-0001 | 〒238-0001 | 神奈川県横須賀市泊町 1 番地 | 1 Banchi Tomari-cho, Yokosuka | PSC 473 BOX 22 CNRJ HRO N132 | PSC 473 BOX 22 CNRJ HRO N132 | 内線/Extension 243-8152 | | <p>2. 外部応募者（非従業員）提出先 :</p> <p>〒238-0011</p> <p>神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階</p> <p>(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)</p> <p>管理第一係</p> <p>電話番号 Phone 046-828-6959</p> <p>受付時間 : 月曜ー金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.</p> | <p>Off Base Applicants must submit to:</p> <p>〒238-0011</p> <p>Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka</p> <p>Yokosuka Branch of LMO/IAA</p> <p>Management #1 Section</p> |
| 〒238-0001 | 〒238-0001 | | | | | | | | | | | |
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| <p>10. 事務処理欄 For Official Use</p> | | | | | | | | | | | | |
| 募集部隊担当 Activity POC : SRF-JRMC MLC Manpower Division (C1160) | | 軍電 (DSN) 243-5245 | | | | | | | | | | |
| PD No.: SRFJRMC-X52.2-006 | PD is accurate and current. Certified by Activity: ts | HRO: (rcvd: 4/2) as 4/6 ms 4/7 | | | | | | | | | | |

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

TASK LIST

1. INTRODUCTION

This position is located in the Physical Calibration Section, Calibration Shop, Electrical / Electronics Group of the U.S. Naval Ship Repair Facility/JRMC Yokosuka. The Calibration Shop provides calibration/repair services on Test and Monitoring Systems (TAMS), General Purpose Electronic Test Equipment (GPETE), Test Measurement Diagnostic Equipment (TMDE), and Calibration Laboratory Standards (CLS) to NAVSEA fleet and shore commands; Navy NON NAVSEA commands ashore, DOD agencies and government contractors/organizations as directed. The laboratories are also responsible for insuring TAMS/TMDE/GPETE/CLS accuracies are traceable to the National Institute of Standards and Technology (NIST).

2. MAJOR DUTIES AND RESPONSIBILITIES

- a. Exercises administrative and technical oversight over the Calibration Technicians as a Work Leader for responsible unit. Provides job assignment and work management to Calibration Technicians in advance on a daily basis. Provides technical advice and assistant to Calibration Technicians. Monitors standards TMDE of each section on a monthly basis. Functions as Work Leader within Physical, Mechanical/Dimensional/Temperature, or Optical unit assigning work load to Calibration Technicians and assisting Calibration Technicians in the calibration/repair of TMDE. Ensures timely and accurate completion of complex calibration evolutions both in house and on-site operations. Is responsible for employees' adherence to the laboratory quality control program.
- b. Insures appropriate Instrument Calibration Procedure (ICP) is used for calibration process; if appropriate ICP is not available, develops and documents improved Local Calibration Procedure (LCP) and Local Calibration Guide (LCG) and submits for approval to Quality Control Specialist at C280.
- c. Inspects, calibrates/repairs a wide variety of Type III Electronic Standards to accuracies traceable to the National Institute of Standards and Technology (NIST). These standards are utilized in the Navy Metrology Calibration Program to certify accuracies of Navy Fleet TAMS/TMDE/GPETE/CLS. Conducts special tests, as required, of designated laboratory standards TMDE and associated instrumentation to constantly improve measurement capability of the sections. Evaluates section measurement system to insure adequacy of section to services all calibration customers.
- d. Is a member of the Shipboard Instrumentation Systems Calibration (SISCAL) Team using approved procedures and techniques to ensure that all applicable performance specifications and operational parameter tolerance were adhered to. SISCAL team also calibrates power supplies, electrical alignment of ships propulsion systems, panel meters, Ships Torsion Systems, electrical driven pressure transducers, etc.
- e. Performs other related or incidental duties as assigned.

The target level is applicable to an individual who obtains and maintains certification of certified technician of Shipboard Instrumentation Systems Calibration (SISCAL) team, and certification of Oxygen Gas System Pressure Instrument Calibration per NAVSEAINST 4734.1B and Oxygen Instrumentation Calibration Room (OICR) Requirements and Operation Guide.